

C-A OPERATIONS PROCEDURES MANUAL

13.1.1 Quality and Environmental Management System

1. Purpose

BNL's Standards Based Management System (SBMS) Management System Descriptions for Quality and Environmental Management System (EMS) are the roadmaps for the Quality program and Environmental Management System within the Collider-Accelerator Department (C-A). This procedure outlines the responsibilities of C-A personnel in implementing these systems.

1.1 Definitions

For general definitions reference SBMS.

- Quality Assurance Procedures - Documents pertaining to, or associated with, Quality matters, which disseminate quality information to line and quality personnel. Quality procedures may be utilized to establish quality assurance methods, processes, and operations.
- Quality Assurance Program - Written description of the responsibilities for, and manner in which the quality assurance functions are planned and carried out, to ensure the achievement of programmatic objectives.

2. Responsibilities

- 2.1 Responsibility for C-A Quality and EMS starts at the top with the Department Chairman, and permeates down through the entire organization to the individual employee.
- 2.2 Each Division Head, Manager, and Supervisor within the department, is responsible and accountable for their work and that of their subordinates.
- 2.3 C-A QA Office personnel shall have the authority, the access to work areas, and the organizational freedom to identify potential and actual problems that could result in a degradation of quality, recommend corrective actions, and verify implementation of solutions.
- 2.4 Implementation of C-A Quality processes and EMS is the responsibility of each Division Head and every individual. Each person shall assume their appropriate share of responsibility for quality and the EMS.

3. **Prerequisites**

None

4. **Precautions**

None

5. **Procedure**

5.1 Organization

The C-A Department is managed by a Department Chairman who reports directly to the BNL Associate Laboratory Director (ALD) for High Energy and Nuclear Physics. Division Heads within C-A report directly to the Department Chairman. The C-A Organization is defined in the [C-A Organization Chart](#). The C-A ESHQ Division is defined in the [C-A ESHQ Organization Chart](#).

All C-A personnel shall have access to the C-A ESHQ Division personnel for consultation and guidance.

5.2 General Responsibilities

5.2.1 C-A Department Chairman shall:

- Be responsible for implementation of Quality processes and EMS within the C-A.
- Delegate responsibility for quality and EMS to the Division Heads who are accountable for the quality and environmental impact of all work performed within their respective organizations.
- Responsibility for quality and EMS is further delegated down through the line and staff organizations, with each level assuming its proper share, and ultimately each group and individual being held responsible for the quality and environmental impact of the work in which they are involved.
- Establish a point of contact and responsibilities for the C-A Correspondence and Commitment Tracking System (CCTS) requests.
- Assign an Environmental Management System Manager.
- Appoint an Environmental Compliance Representative to all C-A ES&H committees.
- Appoint an EMS Training Manager (C-A Training Manager).

5.2.2 Division Management shall implement QA and EMS processes, at the appropriate level, by integrating quality and EMS planning and functions into Division activities.

5.2.3 Individual C-A Personnel shall:

- Understand the QA and EMS objectives of the C-A Department.
- Implement QA and EMS processes that are applicable to their specific activities.
- Coordinate, as necessary, with C-A ESHQ Division personnel in the performance of QA and EMS functions.

5.2.4 C-A QA Office shall:

- Report directly to C-A ESHQ Division Head.
- Develop and maintain a C-A QA procedures manual.
- Provide professional assistance and advice to the Divisions.
- Coordinate QA activities within the C-A Department.
- Coordinate the implementation & maintenance of the C-A EMS.
- Evaluate the implementation of the QA and EMS programs within the organization, and provide the results of the evaluations to the concerned Division Heads, EMS Management Representative (Associate Chair for ESHQ) and Department Chairman.
- Serve as a point of contact to DOE relative to general C-A QA matters.

6. Documentation

None

7. References

7.1 SBMS, Management System Description: Environmental Management System.

7.2 SBMS, Management System Description: Quality Management.

8. Attachments

None